

DODGE COUNTY JOB POSTING: INFORMATION SYSTEMS SPECIALIST



We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.

POSITION TITLE: Information Systems Specialist
DATE OF CLOSING: Open Until Filled; Initial Application Review March 17, 2023
ACCOUNTABLE TO: Director of Information Technology
HOURS: Monday - Friday, 8:00 a.m. to 4:30 p.m. (Occasional calls outside office hours)
JOB PURPOSE: To perform a variety of highly technical tasks in the development, installation, and maintenance of information technology systems.
WAGE RANGE: \$23.96 - \$30.74

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1. Provides technical assistance to all staff on computer and technology issues.
- 2. Monitors and maintains PC network operating system.
- 3. Installs hardware and software.
- 4. Develops written and oral instruction on usage of both hardware and software.

JOB REQUIREMENTS: Must be able to accurately follow oral and written instructions. Requires ability to pay attention to detail and be accurate. Must be comfortable with and be able to learn about information technology PC hardware and software systems and solution, with an emphasis on Windows, Microsoft Office, Outlook, and other miscellaneous software. Ability to establish and maintain effective working relationships with employees and vendors. Ability to learn information technology processes and procedures and to perform those processes and procedures independently. Ability to start and complete a project and keep customers informed of status.

MINIMUM QUALIFICATIONS: Post high school education in the technology field. Relevant experience or a combination of education and experience providing equivalent knowledge will be considered. Valid Minnesota driver's license. Criminal background check required.

**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:
DODGE COUNTY EMPLOYEE RELATIONS OFFICE (507) 635-6239
Visit <http://dodgecountymn.gov> to complete an application.**